

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Works Accounts – Encashment of Demand Drafts – Modified procedure – Orders - Issued.

FINANCE (WORKS & PROJECTS-F3) DEPARTMENT

G.O.Ms.No. 5

dated 06-05-2013

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ORDER:-

Receipt and disposal of valuables is one of the functions of Pay & Accounts Officers/Assistant Pay & Accounts Officers (Works & Projects) (PAO/APAO (W&P)). The procedure of receipt and disposal of valuables was discussed in Paras 9-13-1 to 9-13-5 of Pay & Accounts Office (Works Accounts) Manual.

2. At present the following procedure is being followed in respect of encashing Demand Drafts (DDs):

- (i) DDs are being received by Executive Engineers/ Superintending Engineers (EEs/SEs) towards
 - a) Cost of Tender Schedules,
 - b) Sale proceeds of usufructs etc.,
 - c) Deposit contribution works,
 - d) EMDs, FSDs and Additional Security Deposits.
- (ii) Such DDs are being sent to respective PAO/APAO (W&P) for encashing and accounting purpose.
- (iii) The PAO/APAO (W&P) on receipt of DDs will sort out Department-wise, Bank & Branch-wise and prepare Challans accordingly for remittance into Bank to realize proceeds.
- (iv) Copies of Challans after realization will be obtained from the Bank and the same will be posted in the cash book of PAO/APAO (W&P).

3. The above procedure is time consuming. Also certain DDs are getting time-barred requiring revalidation.

4. In order to save time and ensure timely encashment of DDs, the following orders are issued with immediate effect.

- (i) The Drawing and Disbursing Officer (DDO) will access the Website <http://treasury.ap.gov.in/ddoreq/> and log-in into application using his/her DDO Code.
- (ii) The DDO will then select “Challan (W&P)” under “General Services” and fill-in the following details therein.
 - (a) Purpose : to be selected from drop-down list
 - (b) Amount :
 - (c) Demand Draft Number :
 - (d) Demand Draft Date :
 - (e) Name of the Bank : to be selected from the drop-down list
 - (f) Name of the Branch list : to be selected from the drop-down list
- (iii) The DDO should generate one challan for each instrument.
- (iv) The ‘e’-challan should be generated well in advance to avoid lapse of the instrument.
- (v) After generating e-challan the DDO should present the instrument immediately to the bank.
- (vi) After remittance the DDO should send relevant portion of the challan to the concerned PAO/APAO within a week.

(p.t.o)

- (vii) On receipt of e-challan the PAO/APAO in his login in the Treasury site shall verify the correctness/genuineness of challan with reference to challan number and endorses on challan and issue orders for posting in the cash book, with dated signature on the challan.
- (viii) Upon such orders the Cashier will enter the voucher number & date online in the BMS site with his/her login, and put the same voucher number & date on the challan duly posting the same in the Cash book.
- (ix) Amendments required to be made in PAO's Manual will be issued separately.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V.BHASKAR
PRINCIPAL FINANCE SECRETARY

To
The Irrigation & Command Area Development Department.
The Transport, Roads & Buildings Department.
The Panchayat Raj & Rural Development Department.
The Municipal Administration & Urban Development Department.
The Environment, Forest, Science and Technology Department.
The Infrastructure & Investment Department.
All Engineers-in-Chief / Chief Engineers of Engineering Depts.
The Director of Works Accounts, Hyderabad.
The Director of Treasuries & Accounts, Hyderabad.
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER